

**Minutes of the Pre-bid Meeting held on 23 February 2020 regarding the RFQ  
For  
Printing of Savings and Credit Registers for National Urban Poverty Reduction  
Programme (NUPRP)  
Reference: RFQ-BD-2020-001**

**Members attended the meeting:**

<b>Name</b>	<b>Designation</b>
Asma Nargis Sultana	Programme Support Officer- UNDP Bangladesh
A K M Zahirul Islam	Saving and Credit Programme Coordinator, NUPRP
Mohammad Enamul Hasan	Admin, HR & Procurement Specialist, NUPRP
Bidders	As per attached Attendance sheet.

With reference to the subject RFQ issued on 16 February 2020, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

<b>S/L</b>	<b>Queries</b>	<b>UNDP Response</b>
1.	The context of each register is same or different? Reference: Annex-1, Page-6	The context of each register will be same for 9 register books. Only Group Loan Register has 2 parts of context.
2.	Paper orientation of each register book-Portrait or Landscape? Reference: Annex-1, Page-6	Paper orientation of each register book is mentioned in Annex 1 as Portrait-P and Landscape-L
3.	How does UNDP supply sample copy to the awarded vendor for design?	UNDP will supply Ai file of each register.

	<b>Revised RFQ information</b>	<b>Attachment</b>
1.	Delivery location will be changed by the project Reference: Annex-5 & 6, Page-13 & 14	Printing materials will be delivered to 14 locations instead of 12 locations and the quantity will be 127640 nos instead of 120301 nos. (attached <b>revised Annex- 1,2,5 &amp; 6</b> )
2.	Total quantity of printing materials will be changed by the project. Reference: Annex-1, 2 & 5, Page-6, 7 & 13	

**Note: Above Clarifications in response to queries raised during the pre-bid meeting and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.**